Formal Investigation
Equal Opportunity (EO) Office Initial Phone Call to Respondent

☐ Hello. This is ________________ from Western’s Equal Opportunity Office. As you may know, the EO Office handles discrimination complaints as part of our function. I’m calling to let you know that a complaint has been made against you by [name of person]. I’m very interested in hearing your side of this situation and talking with you about this, and would like to schedule time for you and me to meet. Our discrimination complaint procedure ensures due process for all parties and you can find that at http://www.wwu.edu/eoo/complaint-procedure.shtml.

☐ When we meet, we will talk about the discrimination complaint process. I will give you a copy of the allegations, and you will have 10 working days to respond to the allegations, in writing. I will not be requiring a response from you at the meeting.

☐ My role is to serve as a neutral, third party investigator. You have a right to bring your union representative with you, and if you would like, I can schedule a meeting with you both.

☐ Retaliation against anyone raising a concern or a complaint regarding protected characteristics is prohibited by law. Therefore, I would ask that you do not contact in any way, [complainant], so that even a perception of retaliation can be avoided. Do you have any questions about this? [If the complainant is supervised by the respondent, the respondent should not take any disciplinary action without consultation with the EO Office.]

☐ If you’d like to review more information about how the discrimination complaint procedure works and what you can expect, please see the Discrimination Complaint Procedure (PRO-U1600.02A) and “Overview – Equal Opportunity Office Resolution Process” on the Equal Opportunity Office website at www.wwu.edu/eoo.

☐ Please know that we handle complaints with the utmost of discretion, although the process cannot be guaranteed absolute confidentiality. It necessarily includes talking with potential witnesses as well as with leadership. Within these parameters, if you need to speak with your supervisor or a support person, please feel free to do that. Do you have any questions at this point?

☐ Thank you.